

<b>Position</b>	
<b>Department</b>	Human Resources

- 1. PLANNING & APPROVAL PROCESS/REQUEST TO FILL A VACANCY**
  - Submit a completed Personnel Requisition, including appropriate budget code(s), your signature, and other information as requested on form.
  - Schedule meeting with HR to create your recruitment plan
  
- 2. INITIAL SCREENING COMMITTEE MEETING**
  - Screening Committee Preparation**
    - Prepare screening committee packets (materials provided by HR)\*
    - Schedule initial committee meeting, screen-down meeting and interview dates\*
    - Book room\*
    - Book media equipment\* (*screen-down meeting and interviews*)
  - Develop Criteria/Interview Questions Guide and assessment exercise, teaching demo, etc.
    - **Note: Two (2) diversity-inclusion related questions must be included in the Interview Question/Guide**
  - Develop timelines & interview schedules for committee members
  - Please allow at least 2-3 hours for this meeting
  - **Prepare typed Criteria & Interview Question/Guide and forward to HR for review and finalization**
  
- 3. SCREEN-DOWN COMMITTEE MEETING**
  - Review candidates' applications
  - **Send list and summary form (provided by HR) of candidates selected for an interview to HR for record**
  - Select Greeter/Transporter
  - Please allow at least 1 – 1½ hours for this meeting
  
- 4. INITIAL INTERVIEW**
  - Interview Preparation**
    - Determine interview dates and book room, media equipment & student ambassadors for campus tour (if applicable)\*
    - Book pre-interview question preview location, including media equipment if needed for exercise\*
    - Develop template for Interview Schedule\*
    - Invite/contact candidates to schedule their interviews\*
    - Send email confirmation to selected candidates, to include: date, arrival time, interview start time, question preview & exercise explanation, teaching demo/presentation instructions, parking permit/map, and job posting\*
    - If the committee determines that a Zoom interview is appropriate, please consult HR to schedule/coordinate/confirm Zoom interview with candidate\*
    - Confirm media equipment delivery (if applicable)\*
    - Print interview question/guides, Table & Greeter versions of interview questions, job posting, applications, and Committee Summary forms\* (**Please ensure you bring the above materials to interview.**)

- Greeter greets candidates, provides question preview, exercise or tour (if applicable); transports candidate (as appropriate)\*
- Committee collects candidate from Greeter as appropriate
- Conduct Committee interviews
- Document candidates who do not show for their interview for HR. **Please note: Documentation may include any of the following:**
  - email the names to HR
  - write “no show” next to the candidate name on the interview agenda/schedule (be sure to return to HR at conclusion of recruitment)
  - write “no show” on the candidate application packet
- Hiring Manager documents selection process via **Committee Summary form (provided by HR)**
- **Notify HR of finalist(s)**
- Submit Committee Summary form(s) to HR

5. 2<sup>ND</sup> INTERVIEW

- Prior to Hiring Manager’s contacting candidates to schedule, HR must provide summary documentation to President/Designee for approval. Once approved, Hiring Manager should coordinate with President’s/Designee’s office(s) to arrange 2<sup>nd</sup> interviews for administrative finalists.

6. CONDUCT REFERENCE CHECKS ON THE FINALIST(S)

- Before calling the references, please obtain permission from the candidate so they may properly inform current employers/managers as indicated on the application
- **Complete and return Reference Check form to HR**
  - **Note: one (1) diversity-inclusion question must be included when checking references, (Template provided by HR)**

7. JOB OFFER / TEMP POOL APPOINTMENT

The President/Designee offers administrator positions; if designated to Hiring Manager:

- Verbally offer the position to the candidate
- **Notify HR via email to prepare the written Job Offer and Employment Agreement**
- Notify 2<sup>nd</sup> interview finalists not selected for position of their status
- **Returns all committee/interview materials to HR**

8. RESOURCES

- Human Resources Employment Staff:
  - **Julie Breakstone** (*Classified and Classified Administrator positions*)  
jbreakstone@marin.edu; (415) 485-9331
  - **Kirsten Gisle** (*Faculty and Educational Administrator positions*)  
kgisle@marin.edu; (415) 485-9342
  - **Nikki Harris** (*Administrator, Classification and Compensation*)  
nharris@marin.edu; (415) 485-9520
- Screening Committee Composition Guidelines
- Screening Committee Confidentiality Agreement & Nepotism Declaration
- Screening Committee General Information
- Personnel Requisition Form

\*Duties that may be delegated

### RULES & EXCEPTIONS:

- All screening committee members must sign the *Confidentiality & Nepotism Agreement Notification-Declaration* and the *EEO Diversity – Best Hiring Practices* training acknowledgment form prior to the first committee meeting.
- It is mandatory that all Screening Committee members attend all Interviews. If they miss one interview, then they will have to recuse themselves.
- If a Screening Committee member has a bias toward any applicant and cannot be impartial, then he/she needs to recuse him/herself from the Screening Committee recruitment process entirely.
- Interviews that include a presentation may not be readily feasible when done remotely (e.g., via Zoom); presentations are best accommodated when performed in person.
- Prior to checking references, the candidate should be notified in order to provide him/her the opportunity to confirm/update reference contact information and so that he/she may provide notice to his/her references accordingly, including the current employer.
- When checking references, three or four references should be contacted, including, when possible, a combination of the candidate's listed references and his/her current and former supervisors.
- Board agenda deadlines are typically two Fridays prior to the Board date. A written job offer (and employment agreement, where applicable) must be signed and returned to HR by the new employee before this date. Exceptions are subject to Human Resources review and approval.